



# Contract Summary Form

Form#: 3783

## GENERAL INFORMATION

Contract Status:	Active	Veronica Sanchez	Date:	3/13/2019
Assigned Contract #:	19-CR-008	Form Prepared By:	Maliqua Carter	1/4/2019
Department / Division:	CRA	Vendor Name:	MEXICAN AMERICAN COUNCIL	
Primary Contact:	Elizabeth Mangual	Vendor Contact:	MARIA GARZA	
Primary Email:	emangual@cityofhomestead.co	Vendor Address:	151 NW 11 STREET, STE E400	
Secondary Contact:	Maliqua Carter	City:	HOMESTEAD	State: FL Zip 33030
Secondary Email:	MCarter@cityofhomestead.com	Vendor Email:	macpresidentfl@gmail.com	
Phone Number:	305-224-4480	Vendor Phone Number:	786 2432328	
Fax Number:	305-224-4489	Vendor Fax Number:	786-504-3953	
Contract Name:	MEXICAN AMERICAN COUNCIL			
Agreement Type:	Grant	Does this replace an existing agreement?	No	Contract #

Briefly explain the purpose or description of the scope of service of this contract: Not for Profit 2019

CAR 2518 - CRA NOT FOR PROFIT GRANT DISBURSEMENT, FY219 APPROVED BY THE CRA BOARD ON 12/11/2018

**Please note that it is the Departments responsibility to obtain Risk approval.**

Insurance Required? Yes If yes, who is required to have it?

If the vendor is required to have insurance, please enter the insurance expiration date(s) here.

Auto Insurance: General Liability: 5/15/2019 Workmans Comp:

Other:

Term of Contract:	Start Date	1/31/2019	End Date:	12/31/2019	Project Number:		
Does this agreement auto renew?	No	If so, how many times?	How many yearly increments?				
Total Contract Value:	\$38,000.00	Paid to:	Vendor	Payment Freq:	Lump Sum	Payment Amount:	\$38,000.00
Account Number(s) to be used:	360-0918-554-83-50						
If moneys are paid to City, does Vendor pay sales tax?	No	Do late fees apply?	No	Percentage of late fee?			
All agreements involving payment to vendor must be accompanied by a requisition. Requisition #:						134678	

Was this agreement reviewed or drafted by a City Attorney? Yes If yes, whom? ELEN C. GANTNER  
 "Right to Audit" clause included? Yes Was this approved by Council? Yes Date / CAR# 12/11/2018 / 2518  
 If so, please attach supporting documentation below:

**BACKGROUND AND EXHIBITS**

Exhibit Attachment(s):	0(10)		
Exhibit Description(s) 1	Agreement	6	Staff Memo
2	COI	7	NFP Grant Resolution
3	Legal Review	8	ACCT#360-0918-554-83-50
4	Risk Review	9	REQ#134678
5	CRA Board Approval	10	CRA Board Meeting Minutes

**REVIEW - APPROVALS**

Dept. Head Approval:	Approved	Elizabeth Mangual	Date:	3/1/2019
HR Dept. Approval:	Not Applicable	Vivian Manach	Date:	3/4/2019
Risk Approval:	Approved	Priscilla Thompson	Date:	3/5/2019
Finance Dept. Approval:	Approved	Carlos M. Perez	Date:	3/1/2019
ITS Div. Approval:	Not Applicable	Yaniel Corrales	Date:	3/1/2019
Fleet Div. Approval:	Not Applicable	Lillian Lopez	Date:	3/1/2019
Submit Contract Summary Form to Procurement for Processing				

**For Administrative Use Only**

Completed and Appropriate Packet Submitted to Procurement on:			Date:	3/7/2019
Prepared By:	Approved	Veronica Sanchez	Date:	3/8/2019
2nd Review:			Date:	
Final Review:	Approved	Xintia Rubio	Date:	3/11/2019
Procurement/Contracts:	Approved	Xintia Rubio	Date:	3/11/2019
Lock Summary Form:	Locked	Xintia Rubio	Date:	3/11/2019